



Civil Service Commission

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session. Those who wish to speak on any matter on the agenda are asked to complete a "Speaker Information" card (available at the meeting) and relay it to the staff before leaving the meeting.

Staff reports are available for review at the Human Resources office, Civic Center Main Library and the City Clerk's Office. Direct any other questions or concerns to the Acting Civil Service Manager, Viet Hoang at 310.618.2968. Agendas are posted on the City of Torrance Home Page www.torrrnet.com.

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please call 310.618.2968. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-104 ADA Title II]

HOURS OF OPERATION
Monday through Friday from
7:30 a.m. to 5:30 p.m.
Offices are closed alternate
Fridays.

CIVIL SERVICE COMMISSION

**CITY COUNCIL CHAMBERS
CITY HALL
3031 TORRANCE BOULEVARD
TORRANCE, CALIFORNIA 90503**

**MONDAY, SEPTEMBER 24, 2007
6:00 P.M.**

A G E N D A

CALL TO ORDER

ROLL CALL

FLAG SALUTE

ORAL COMMUNICATIONS #1 (Limited to a 30 minute period)

CONSENT CALENDAR

Disposed of by a combined motion unless separate consideration is requested by Commission or audience.

1. Motion to Accept and File Affidavit of Posting
2. Approval of Minutes: June 11, 2007
(Minutes provided to Commission members only, copies available in the Personnel Building)
3. Approval of Minutes: July 9, 2007
(Minutes provided to Commission members only, copies available in the Personnel Building)
4. Approval of Minutes: July 23, 2007
(Minutes provided to Commission members only, copies available in the Personnel Building)
5. Approval of Minutes: August 13, 2007
(Minutes provided to Commission members only, copies available in the Personnel Building)
6. Approval of Minutes: August 27, 2007
(Minutes provided to Commission members only, copies available in the Personnel Building)
7. Ordering of Examination: Public Safety Communications Supervisor
8. Ordering of Examination: Senior Recreation Supervisor

ROLL CALL: Dean, Furey, Herring, Shwartz, Skoll, Wood, Doty

CONSENT CALENDAR (CONTINUED)

9. Ordering of Examination: Pest Control Applicator
10. Ordering of Examination: Sprinkler and Backflow Technician
11. Ordering of Examination: Juvenile Diversion Case Worker
12. Ordering of Examination: Juvenile Diversion Coordinator
13. Ordering of Examination: Fleet Services Manager
14. Ordering of Examination: Bus Operator
15. Ordering of Examination: Emergency Services Coordinator
16. Ordering of Examination: Animal Control Supervisor

WRITTEN COMMUNICATIONS

17. Appointment of a Commissioner to the Employee Relations Committee
18. Approval of the Proposed Class Specification for Police Records Technician and a Recommendation to Allocate Incumbents to the Proposed Class Specification
19. Training Session on the Disciplinary Hearing Process

ORAL COMMUNICATIONS #2

ADJOURNMENT

ROLL CALL: Dean, Furey, Herring, Shwartz, Skoll, Wood, Doty